

Report for Week Ending 25 July 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

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Revised the proposed DD/S Notice on reports management and developed a report of reports management accomplishments for submission to Mr. [] in the Office of the DD/S.

Projects 6-13, Dispatch Format and Procedure; 6-22, DD/I Reports Survey; 6-35, Survey of Procurement Division Contract Files

No change in status

General Information

- a. Evaluated Employee Suggestion 1408 which was adopted upon our recommendation that the Agency stock Top Secret hectograph classification stickers.
- b. Completed the evaluation of Suggestion 1163 which was adopted through the stocking of improved smudge proof hectograph masters. Almost a quarter million of these masters will be used yearly. Their advantages will cost only about 2 $\frac{1}{2}$ ¢ per master.
- c. Analyzed the Agency's requirements for using Standard Form No. 64 (Office Memorandum) and drafted recommendations for consideration by the Bureau of the Budget. Evaluations of three Employee Suggestions depend on its reaction to the recommendations.
- 25X1A9A d. Conferred with Mr. [], Policy Staff, Office of Security, on the proposed Outside Activity Clearance Request form. Agreement was reached on all points questioned during a preliminary coordination of the form in conjunction with revising []. Redrafted the form per our agreement and resubmitted it to Mr. [] for formal approval. 25X1A9
- e. Reappraised the eight unevaluated suggestions on dispatch format and procedures. A summary of this appraisal is being prepared for Mr. [] use in advising the suggesters on the status of their suggestions. A

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